Supplemental Questionnaire

LOGISTICS MANAGEMENT SPECIALIST (INVENTORY MANAGEMENT) FV-346-H

AAC-AML-04-8030-72919

Department of Transportation Federal Aviation Administration Mike Monroney Aeronautical Center

Section 1: Minimum Qualifications/Specialized Experience

- 1. From the descriptions below, select the letter corresponding to the statement that most clearly and accurately describes your basic education and experience. Select only one letter.
 - (equivalent to the FG-11) in a supply management or inventory management program that provided the following types of experience: experience involving supply program and maintenance plan relationships; experience providing options and recommendations to organizations; working with interorganizational committees to identify and/or assign resolution responsibility, and provide resolution for complex supply issues; working with inventory management principles and procedures in order to coordinate plans and objectives for inventory management support; developing and recommending local policies, processes, procedures and implementing instructions; regular reviewing critical programs for adequacy and efficiency of supply support; developing long range plans and budgets; ensuring appropriate funds are available to establish initial stock levels; determining appropriate stock and repair levels using analytical tools; and demonstrating knowledge of interrelated supply support processes to cover multi-logistics objectives for expendables, exchange and repair, sustained systems, and retro-provisioning acquisitions.
 - **B.** I do not have specialized experience as described above, but I believe I can perform the duties of this position.

Section 2: Quality Ranking Factors

For each of the following statements, circle the letter for the response that most accurately describes your level of experience in performing the task described, using the table below. Circle only one letter for each statement.

- A I have had no experience or training in this.
- B I have had education or training only in this, but no experience.
- C I have occasionally performed this task under close supervision.
- D I frequently and independently performed this task under normal supervision.
- E-This task was/is a major part of my job, and I am considered an expert performing it.

		Circle the appropriate letter.				
2.	Review and provide input to inventory management (IM) policy statements.	A	В	С	D	Ε
3.	Serve as agency coordinator for assigned National Airspace System (NAS) equipment.	Α	В	С	D	Ε
4.	Prepare formal correspondence concerning significant planning issues, problems, impacts and recommendations relating to repair and acquisition requirements to achieve program support objectives.	A	В	С	D	E
5.	Provide input to IM procedures and work instructions.	A	В	С	D	E
6.	Conduct meetings/briefings regarding highly technical supply systems national in scope.	A	В	С	D	E
7.	Conduct training (e.g., on-the-job training) requiring in-depth knowledge of systems and procedures.	A	В	С	D	E
8.	Develop reports recommending actions for improving system effectiveness/efficiency, resolving program problems, or correcting deviations from national plans, policies, laws, or regulations.	A	В	С	D	E
9.	Manage service orders under national Universal Service Agreements.	A	В	С	D	E
10.	Develop procedures.	Α	В	С	D	E
11.	Develop and conduct training on IM programs.	Α	В	С	D	E
12.	Analyze program progress, trends, and problems.	Α	В	С	D	E
13.	Perform evaluation studies of systems and identify discrepancies.	Α	В	С	D	E
14.	Evaluate and recommend solutions on problems with highly technical logistics supply systems.	A	В	С	D	E
15.	Review planning documents to determine impact prior to development of support agreements.	Α	В	С	D	Ε
16.	Analyze data or situations of international or national scope.	Α	В	С	D	E
17.	Recommend solutions to highly technical large scale supply system problems.	Α	В	С	D	E

18.	Participate in intensive studies and analysis programs related to inventory management issues.	Α	В	С	D	Ε
		Circ		appro	opriat	е
19.	Analyze and monitor operating equipment phase-outs.	A	В	С	D	Ε
20.	Act as technical advisor in resolving logistical problems.	Α	В	С	D	E
21.	Determine acquisition quantities using forecasting tools.	Α	В	С	D	Ε
22.	Initiate actions to maintain stock posture.	Α	В	С	D	E
23.	Develop resource and expense estimates.	Α	В	С	D	E
24.	Represent inventory management functions in meetings and conferences.	Α	В	С	D	E
25.	Develop funding requirements.	Α	В	С	D	E
26.	Coordinate plans and objectives for inventory management.	Α	В	С	D	E
27.	Monitor execution of logistics plans and identify cause and impact of delays or problems.	Α	В	С	D	Ε
28.	Maintain surveillance over initial and follow-on support programs to ensure compliance with logistics support plans.	A	В	С	D	Ε
29.	Adjust plans and schedules for actions necessary to meet requirements.	Α	В	С	D	E
30.	Formulate short-range (1-3 years) supply support requirements.	Α	В	С	D	E
31.	Determine appropriate stock and repair levels.	Α	В	С	D	E
32.	Develop long-range financial projections and spending plans.	Α	В	С	D	Ε
33.	Participate in negotiations for repair and/or acquisition contracts.	Α	В	С	D	Ε
34.	Develop complex, difficult, technical requests for acquisition and/or repair contracts.	Α	В	С	D	Ε
35.	Serve as advisor for supply support.	Α	В	С	D	Ε
	ertify that, to the best of my knowledge, all the information provided on this f d complete.	orm	is tru	ie, ac	cura	te,
— Nar	ne Date					